



## **World Land Trust Safeguarding Policy**

### **Introduction**

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World Land Trust (WLT) recognises the vital role of engaging all people, including children and adults at risk, in its conservation work and encouraging their innate enthusiasm and interest in the natural world.

WLT interacts with children and adults at risk through its outreach programme (working with schools, youth clubs and associations), work experience placements, its fundraising activities and events, and social media channels.

### **Policy**

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WLT is committed to safeguarding the welfare and interests of children and adults at risk with whom it interacts in any capacity. They are entitled to protection from physical, sexual and emotional harm and have the right to a safe and positive environment when they interact with WLT.

Our safeguarding policy is based on the key principles that:

- The welfare of the child and at risk adults is paramount
- All children and at risk adults will have a positive, enjoyable and safe experience with WLT
- All allegations, suspicions of harm or abuse and concerns will be taken seriously and responded to swiftly, fairly and appropriately
- WLT engages with all persons in line with its anti-discriminatory principles, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity
- All staff or anyone working on behalf of WLT who may have contact with children are aware of their responsibilities for understanding and observing the policy and procedures
- Staff whose responsibilities include working with children and adults at risk have a responsibility for understanding our policy and implementing our safeguarding approach

WLT commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

The policy applies to all staff, members of WLT's governing structures and any others who work on behalf of WLT.

### **Responsibilities**

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Specific responsibilities are as follows:

#### **Trustees**

The responsibility for safeguarding rests with the charity's Trustees.

Day to day responsibility is delegated to the CEO, however, all Trustees bear ultimate responsibility for ensuring WLT has the appropriate policy and procedures in place and is committed to promoting and providing a safe environment where the priority is the safety and well-being of children and adults at risk.

## The Chief Executive Officer (CEO)

Trustees have delegated to the CEO responsibility for:

- Being the responsible individual as designated safeguarding officer;
- ensuring safeguarding concerns (alleged or actual) are identified and actioned appropriately;
- ensuring that appropriate systems and controls are in place to manage the risk of safeguarding incidents arising, in proportion to the level of risk identified, and to prevent the recurrence of incidents;
- ensuring appropriate mechanisms are in place; and
- ensuring that WLT's policy and procedures on safeguarding are communicated to all staff, members of WLT's governing structures, and that appropriate training is provided as required.

## Fundraising

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WLT welcomes donations from all persons of all ages, but affords particular protection to young people under the age of 16. WLT is committed to safeguarding the privacy and rights of children whose personal data we may collect and process. This applies to all young persons under the age of 16 where WLT has been made aware of their age or to use reasonable endeavours to check age where there is doubt.

- WLT will collect only personal data which is freely given by the young person themselves, or an appropriate responsible adult (for example, parent or legal guardian, close relative or teacher);
- Where a young person under the age of 16 discloses their age to WLT, this will be noted in their record on the WLT database to ensure that appropriate safeguards are observed;
- WLT will inform the young person and where possible, their parent(s) or guardian of the lawful basis for processing their data;
- WLT will wherever possible seek parental consent or the consent of an appropriate responsible adult to process the personal data of young persons under the age of 16 who creates an online account on a WLT website;
- WLT will not knowingly send direct marketing communications to a young person under the age of 16; printed communications will be sent on request; for children under the age of 13 parental consent will be requested for electronic communications;
- The permission from the parent or appropriate responsible adult is required before personal details and photos of any young person under to age of 16 may be published on the WLT website;
- Where WLT has reason to be concerned about the source of a donation from a young person under the age of 16, it may make further enquiries before accepting the donation;
- WLT will require parental consent (or consent from an appropriate responsible adult) before knowingly accepting direct debit instructions from a young person under the age of 16.
- Where a young person under the age of 16 contacts WLT directly for some other purpose, all communications should include another staff member of WLT along with a responsible adult, for example a parent, on behalf of the young person and records of the communication should be maintained for an appropriate period.

WLT is registered with the Fundraising Regulator and follows guidance as set out in the Code of Fundraising Practice and the Institute of Fundraising Guide – *Treating donors fairly – Fundraising with people in vulnerable circumstances* covering

- Always be respectful
- Treat your donors fairly
- Respond appropriately to the individual needs of your donors
- Take responsibility for your actions, ensuring that your fundraising is carried out in line with the Code of Fundraising Practice

We will provide appropriate training for our fundraising teams to ensure that they have the skills required to sensitively handle fundraising with children or adults as risk.

## **Outreach (schools, young persons' clubs/associations) and Work Experience**

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WLT aims to interact with a wide and diverse range of supporters. We undertake outreach work and also support work experience placements within the office.

We will ensure that;

- All arrangements, including the programme and any activities, will be agreed in writing with the responsible teacher, member of the school's staff or youth club/association co-ordinator or team member;
- WLT will ensure, in liaison with the school or association, that the agreed programme takes into account any requirements for participants with special needs;
- WLT staff must ensure as far as is possible that an appropriate teacher, member of the school's staff or youth club/association co-ordinator or team member attends the event, excluding work experience within the office, and that WLT staff are not left unattended with the children;
- WLT staff will observe all Safeguarding procedures in place at the venue or as required by the school for work experience;
- WLT will only take and use photographs of the children with the express written authorisation of the parent or legal guardian, obtained via the school or association. Any related publicity material will be submitted in advance to the school or association for comment/correction.

## **Adults at risk**

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WLT is committed to ensuring that we treat all who support our work fairly and with respect, and that we are responsive to the individual needs and circumstances of our donors, particularly those who may be vulnerable or in a vulnerable situation.

An adult at risk is any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and or support.

Where WLT staff have reason to suspect that a donor may be vulnerable, whether through age, mental or other disability, or illness, particular care will be taken to ensure that the donor fully understands and is happy with the decisions they are making. Staff will be given specific training and guidance to help them to identify people who may be vulnerable, and what steps they can take to help them make an informed decision.

## **Reporting concerns or incidents**

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If a WLT staff member or other person working on behalf of WLT at an outreach event (such as a school fundraising event) has cause for concern over the welfare of a child or adult at risk, the concern should be raised in the first instance with the responsible person (such as the teacher, head-teacher or co-ordinator), and the safeguarding policies of the venue will apply.

In all other cases, concerns or instances should be reported immediately to the relevant Director and CEO, who will ensure that a prompt and thorough investigation is made into any allegation or concern, from whatever source, and recommend further course of action, which may include appropriate disciplinary action.

In the event that the issue raised concerns the relevant Director, the initial report should be made to the CEO. In all events, the CEO should be notified immediately that a concern has been raised, and a report made to Trustees.

Where there may be suspicion of criminal activity, or risk of harm to a child, an immediate report should be made to the Police, NSPCC child protection helpline on 0808 800 5000 and the local county council social care department. If you are unable to contact the local council you can contact the Care Quality Commission on 03000 616161 or email [enquires@cqc.org.uk](mailto:enquires@cqc.org.uk)

Advice for people working with children, and how to respond to concerns, can be found on the local county council website and NSPCC website <https://learning.nspcc.org.uk/safeguarding-child-protection>.

## **International NGO Partners**

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WLT has a duty to ensure appropriate safeguarding policies and procedures are in place across the organisation. We have policies and procedures in place for WLT operations and we want to apply the same standard to our international NGO partners.

The activity that WLT funds would, in general, not give rise to safeguarding concerns. We are, however, aware that our international partners do undertake programmes of work such as educational activities with children. This means that we have a duty of care to ensure that our partners are working towards and implementing best practice in undertaking these activities.

We will be developing appropriate policies and procedures for our international partners to help ensure compliance with good practice. This will be developed as a separate policy to WLT Safeguarding policy and we will consult with other funding NGOs, our partners and in line with standards advocated by Bond (coordinating body for UK development NGOs). Progress of Partners towards having appropriate safeguarding procedures will be a condition of updated MOUs between WLT and our in-country partners.

## **Definitions**

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### **Child**

A person below the age of 18

### **Harm**

Psychological, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation, physical (but not limited to sexual abuse and sexual exploitation) and any other infringement of an individual's rights.

### **Safeguarding**

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect<sup>1</sup>

We understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff or programmes.

Safeguarding applies consistently and without exception across our programmes, partners and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centred and also protect those accused until proven guilty. Safeguarding puts beneficiaries and affected persons at the centre of all we do.

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<sup>1</sup> NHS 'What is Safeguarding? Easy Read' 2011

**Sexual abuse**

The term 'sexual abuse' means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

**Sexual exploitation**

The term 'sexual exploitation' means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.

**Survivor**

The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves.

**At risk adult**

Sometimes also referred to as vulnerable adult. A person who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

The Safeguarding Policy will be reviewed by Trustees every three years unless substantial changes in legislation or guidance are issued.

<b>Policy Owner</b>	CEO
<b>Policy Lead</b>	COO/HR Advisor
<b>Adopted By</b>	Board of Trustees
<b>Date</b>	September 2020
<b>Next Review</b>	September 2023

**Alteration Sheet**

<b>Issue Number</b>	<b>Detail</b>	<b>Reason for update</b>	<b>Date</b>
01	First review		September 2020